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# OFFICIAL HANDBOOK OF INFORMATION

FOR THE USE OF STUDENTS

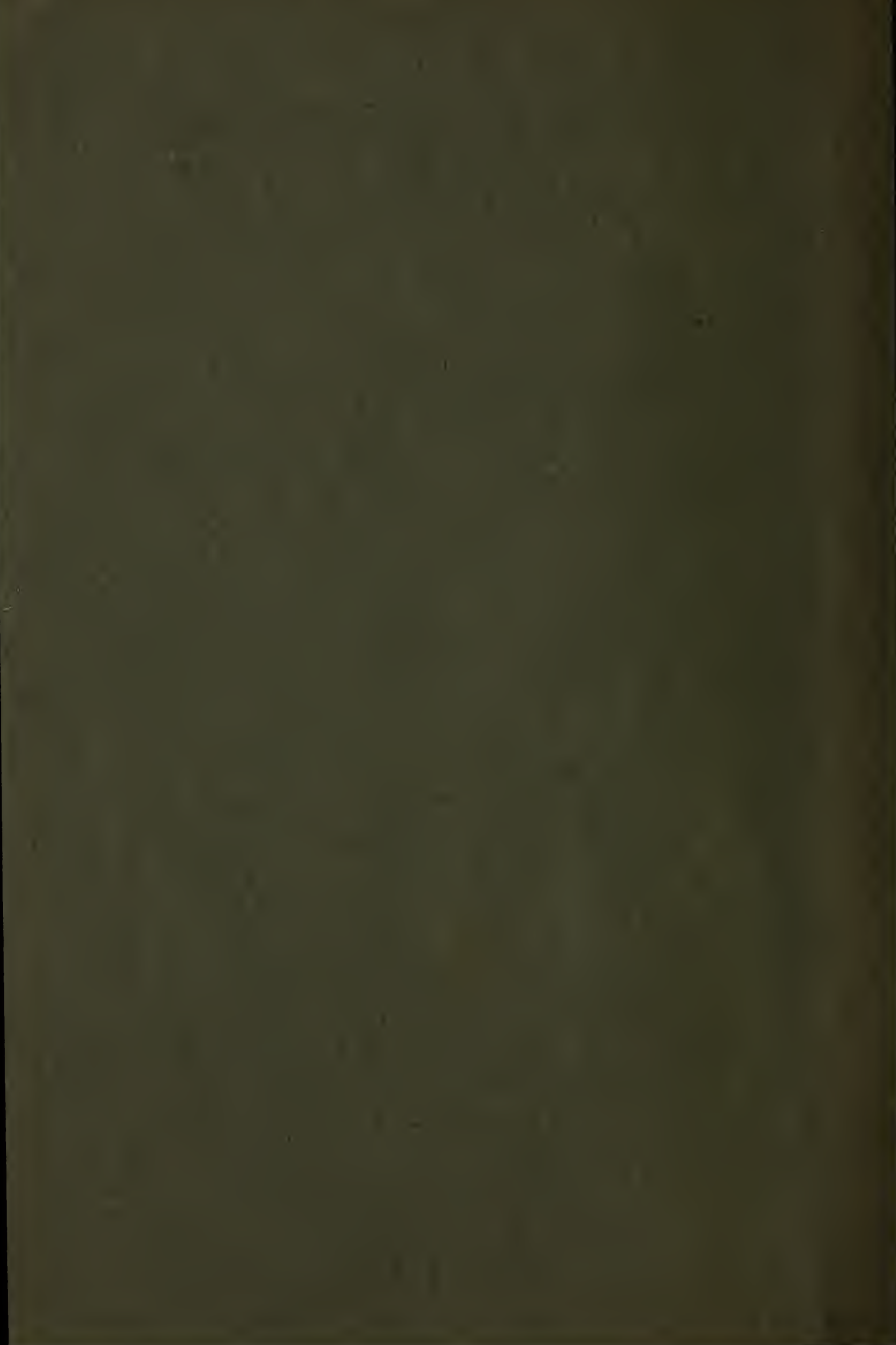


Los Angeles State Normal School

At the opening of the school year each student is supplied with a copy of the handbook. Students are held responsible for the observance of the regulations embodied herein. Extra copies may be obtained at the Book Exchange for ten cents each.

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# OFFICIAL HANDBOOK

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*California,*  
Los Angeles State Normal School

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### PART I.

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### PART II.

Student Body Organization, Constitution  
and By-laws  
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## PART I.

AUTHORIZED COPY OF THE GENERAL RULES AND REGULATIONS  
ADOPTED BY THE FACULTY OF THE LOS ANGELES STATE  
NORMAL SCHOOL FOR THE ADMINISTRATION OF ITS  
ACTIVITIES.

(The internal discipline of the school is regarded as a function of the entire organization. The standards of conduct maintained are those designed to encourage the individual student to promote the welfare of the society whose advantages he enjoys. In co-operation with the Faculty, the students maintain a government system, electing their own officers and adopting legislation for their own guidance. The usages of refined society are recognized as the unwritten law of the social organization of the school.)

### TERM REGISTRATION

New students are admitted at the beginning of each term, at times announced in the Annual Bulletin. Upon entering they are guided by committees of teachers and older students in the various steps necessary for registration. They are also assigned to groups consisting of members of the same class or grade. Each group is placed under the care of a member of the Faculty known as the "Group Teacher."

Students continuing from the preceding term will be considered as belonging to the group with which they have been connected, except when changes are made necessary by the rules relating to grading and promotion, unless in individual cases special consideration is necessary.

Students not in attendance at the close of the preceding term should report to the Secretary of the Faculty for reinstatement. It is important that this regulation be observed by graduates desiring to enroll for additional work, or to enter departments other than those from which they graduated; otherwise they may not be advantageously placed, and confusion may arise as to the credit to which they are entitled.

After the day designated in the calendar for registration on the opening of any term, no student will be enrolled without the permission of the President. A fee of \$2.00 for late admission will be required, unless the President has been previously informed of satisfactory reason for the delay. The fee may be waived, however, in the case of



graduate students and experienced teachers, not graduates, wishing to enter with the understanding that work done under such circumstances shall not lead to a diploma, unless this is later authorized by the committee on admission to that course from which the diploma is desired.

#### ENROLLMENT IN CLASSES

Enrollment in classes consists of the following distinct steps:

1. Arrangement of a tentative program; this should be done with the advice of the Group Teacher, whose signature must be attached.

2. Preliminary enrollment under the direction of the heads of the several departments.

3. Arrangement of the permanent program showing the classes in which the student has been enrolled. This program requires the signature of some member of a committee appointed to see that it is accurately filled out, and that it conforms as closely as possible to the one signed by the Group Teacher.

4. Payment of term dues and Student Body dues, and filing of the permanent program, after which the stamp of the Secretary of the Faculty will be placed on the program card from which the permanent program was copied.

5. Permanent enrollment in classes, which takes place at the first recitation of each class. At this time a student whose name appears on the preliminary roll will be permanently enrolled, provided he presents the stamped program referred to above. If a student whose name appeared on the preliminary roll of a class fails to appear at the first recitation, his place will be considered vacant, unless the instructor has been directed by the Secretary of the Faculty to hold a place for such student. This direction will be given in every case where the Secretary of the Faculty is definitely informed in advance that a student will be unavoidably absent. Except under the circumstances just stated, no student will be admitted to a class after the first recitation

without special permission from the Secretary of the Faculty.

#### ATTENDANCE AT CLASSES

A student enrolled in a class is considered a member of the class, and his name is retained on the roll until his withdrawal is authorized by the Secretary of the Faculty.

A student who is frequently delayed in reaching a given recitation by irregular or insufficient car service should secure from the President or his secretary a permanent excuse for tardiness in such cases. Tardiness due to other causes will be recorded by the instructor, to whom the student should, in every such instance, explain the occasion for his tardiness.

Brief absence from recitation may be excused by the instructor when explained to his satisfaction, but no student who has been absent for five or more consecutive school days will be permitted to re-enter a class without authority from the President or the Secretary of the Faculty.

Unexplained absence or tardiness will be considered as unexcused.

## WITHDRAWAL

A student may withdraw at the close of any term without detriment to his standing, but it is desirable that the Secretary of the Faculty be informed of his decision not to return. One wishing to withdraw at any other time, should, *without fail*, report the reasons for such withdrawal to the Secretary of the Faculty, in order that the records may show honorable dismissal in all cases where the circumstances justify such record.

## PROGRAMS

The term program of students consists regularly of eighteen units; but the Group Teacher may approve a program of twenty units, if in his judgment such a course is to the advantage of the student. No program of more than twenty units will be allowed, unless approved by both the Group Teacher and the Secretary of the Faculty, or by the President, when the case is referred by them to him.

## ELECTIVE COURSES.

Students in the special schools are pursuing courses of study that permit of comparatively little freedom of choice in the subjects to be taken, as they must devote themselves mainly to the line of work which they expect to follow as teachers; but, save in exceptional cases, those in the General Professional School are allowed a much wider range of choice, in order that each may best fit himself for the kind of work he is likely to be called upon to do.

After careful consideration of the course of study and the regulations concerning it, each student should choose a definite purpose upon which his work in the school shall have a direct bearing. One who is uncertain as to a definite interest or special capacity will do well to defer the choice of group electives, and begin by taking basal courses, which are of general value. If, as he pursues his work, special interests or capacities become manifest to the student or his teachers, the latter part of the course can be chosen to meet special ends.

The school provides special preparation for rural, primary, or grammar grade work, or departmental teaching of one or two subjects. Those who are planning for rural and village school work may wisely elect additional basal courses. Those who are preparing for primary work should elect courses bearing especially upon primary materials and methods. Those who intend to teach in the grammar grades should give especial attention to grammar grade subjects and the courses relating to the teaching of such subjects. Those desiring to prepare for departmental teaching should make use of group electives for intensive work along one or two lines.

Before deciding upon his course, each student should study his own needs with a view to correcting the deficiencies of his early training, especially in the subjects in which adequate preparation is required by law of every teacher in the public schools of the State.

## GRADING AND PROMOTION

At the last recitation of every term, each student will be given a statement by each of his instructors showing whether his work for the term in the several subjects pursued was "Recommended," "Passed," or "Not passed."

No student will be promoted from the Junior to the Senior class of any department who has not received a "Recommended" grade in at least half his units of credit for the Junior year, and no student will be graduated who has not received the same ratio of "Recommended" units for his entire course, including practice teaching, which in turn will not be considered satisfactory unless recommended in the same ratio.

Entrance conditions must be removed before the admission of a student to Senior B standing, and all conditions imposed on account of failure in a subject of the course, whether such subject be required or elective, shall be removed before graduation.



In the case of a condition of the latter character, the removal of which by examination or special work has been permitted by the instructor, the time allowed for such removal will be definitely fixed, and failure on the part of a student to comply with the terms of such arrangement will necessitate his repeating the course, unless the time is extended by the instructor. If repetition of a course is required when a condition is imposed, not more than one term will be allowed to elapse before the repetition is undertaken.

The removal of a condition by examination, special work, or proficiency in a later course, will not entitle a student to a "Recommended" grade, unless, upon the presentation of the case to him by the instructor, the President approves such change. The same practice will be followed with reference to a change from "Passed" to "Recommended."

Records will be kept and standings entered for all work covering a half term or more. The work of a student remaining in a class



an entire term will be considered as complete, and standing will be entered accordingly, unless the instructor allows additional time for its completion. This will be done only in exceptional cases where justice to the student would seem to require such a course. The additional time will not ordinarily be extended beyond the middle of the following term, and the failure of a student to complete his work within that time, or to receive further extension, will have the effect of imposing a condition in the part of the work not completed, or in the entire course, as the instructor may decide.

A student who has been passed in a subject but not recommended will usually be benefited by taking another course in the same line, but recommendation in the second course will not entitle him to a higher grade in the first.

Except for regular practice in a musical organization as stated below, credits for work done outside of class, viz: in summer school, under a tutor, or in the line of stu-

dent activities, will be allowed only under the following conditions :

1. The work for which credit is desired shall correspond to some course or courses offered in the school; and credit, when given, shall be applied to such corresponding subject.

2. The allowance of credit, together with the number of units to be allowed, shall be determined by the head of the department concerned, but in no case shall a student's course in the school be shortened to less than two terms by such allowance of credit.

3. Students desiring credit for teaching done in summer schools shall make previous arrangements with the Supervisor of Practice Teaching or with the head of the special department in which the credit is to apply. In other cases of work done in summer school, or under a tutor, no previous permission will be required. Before undertaking such work, however, it will be to the advantage of the student to confer with the head of the department or director of school concerned as to the character and extent of

the proposed work and the conditions under which it is to be done; and also with the President or the Secretary of the Faculty as to the practicability of substituting work of the character proposed for any part of the requirement, and the effect of such substitution upon the time of his graduation.

#### PRACTICE TEACHING

Practice teaching will be assigned regularly only to candidates for graduation who have Senior standing. Exceptions may be made for Juniors who have had special training.

Whenever a student-teacher shall be found deficient in a knowledge of subject-matter or in meeting other requirements of practice teaching, such student may be required to defer teaching and take such work as is best fitted to remedy the deficiency.

Beginning with the last two weeks preceding the first practice teaching and continuing until practice teaching is completed, each student should consult the bulletin board of the Department of Practice Teach-

ing daily, and observe carefully such notices as pertain to himself. There should be a similar daily reference to the bulletin board of the Training Teacher with whom he is assigned.

A student of the General Department who is assigned to do cadet teaching should file a copy of his program with the Supervisor of Practice Teaching (T. S. 216) as soon as his preliminary enrollment in classes is completed.

When sickness or other emergency is to cause absence from teaching appointments, it is imperative that the Training Teacher be notified immediately, in the following way: If teaching is being done in the Normal Training School, the message for the Training Teacher should be given to Normal School central, 10211, or to Wilshire 123; if in a Supplemental Training School, or as a cadet teacher, connection should be obtained through Normal School central with the office of the Principal of the Normal Training School or of the Supervisor of Practice Teaching.

## VISITING TEACHERS

Visiting teachers (see annual bulletin) will be subject to the same requirements as other students in regard to preparation of work and regularity and punctuality of attendance at recitations. Those whose attendance in classes is continued long enough to warrant it, will be given credit for work done, as in the case of other students; and such credit will be placed upon the records of the school. This privilege will not be extended for more than three terms, consecutive or otherwise, but a visiting teacher may, at the beginning of any term, acquire the status of a regular student by presenting credentials entitling him to admission. In this case, any credits he may have received will be accepted as in part meeting the requirements for graduation.

Attendance by visiting teachers at assembly exercises will be voluntary.

## INEFFICIENT STUDENTS

A student who, by continued failure in classes or in practice teaching or for any other sufficient reason, shows himself un-

fitted to succeed as a teacher, may, upon the recommendation of the Faculty, be excluded from the privileges of the school by the Board of Trustees.

#### ASSEMBLY EXERCISES

The fourth period each day is set aside for assembly exercises. The exercises of Monday are usually limited to addresses or entertainments by persons residing in the community or visiting the city. On Wednesday brief devotional exercises are held, after which some matter of general interest is presented, usually by a member of the Faculty. Friday is set aside as "Students' Day" to be used under the direction of the President of the Student Body, subject to the constitution of that body. Attendance on all these days is mandatory on all students not definitely assigned to other duty.

On Tuesday and Thursday, chorus practice is held. All Juniors of the General Professional School are required to attend this practice, unless permitted to substitute regular practice in a musical organization, or to serve as representatives of the Student

Body in the Executive, Council, or Finance Departments, as provided in the constitution of the Student Body.

Students entering with Senior standing in the General Professional School are required to attend for one term (during which they are not assigned to teaching at the chorus period) either chorus practice or practice in a musical organization, preferably the former.

A student who devotes two or three periods a week to practice in a musical organization, after he has fulfilled the requirement as stated above, will be allowed credit for such practice—a total of three units for a year's work or more; or one unit a term, if such practice is not continued the entire year.

## **LIBRARY RULES**

### GENERAL DIRECTIONS FOR THOSE WHO USE THE LIBRARY

The librarians will gladly give all necessary help in the finding and selecting of books, and in the tracing of library refer-



ences, but it is desirable that students understand the system of classification and learn, as soon as possible, to use the catalog for themselves.

The cards are arranged in the drawers in the catalog case in alphabetical order, by authors, titles, and subjects of the books. A book's call-number, which gives its location on the shelves, may be found: (1) by its author, if that is known; (2) by its title, if that is known; (3) by the subject of its contents. The number by which the book is to be found on the shelves is on the upper, right-hand corner of the card. In order to locate the book on the shelves, it should be noted that the numbers on the catalog cards correspond to the numbers on the book labels, and the books are arranged on the shelves in exact numerical order from 100 to 999. Fiction is numbered from 1,000 to 2,000.

*Under no circumstances* is a book to be taken from the library, even for a short time, without being properly charged at the delivery desk.



All books must be checked off at the delivery desk before they are returned to the shelves. Students are requested to return all books to the shelves after they are thus checked.

## **RULES FOR THE USE OF BOOKS**

1. Books for which there is any special demand should be in the library throughout the day ready for use.
2. Without special permission, books must not be kept longer than two weeks.
3. For delay in returning books that are due, fines are charged: two cents a day for two weeks' books; five cents a day for overnight and reserved books.

4. Books that may be taken only overnight:

Overnight books: 3:00 p.m. to 9:00 a.m.—  
Books that are in their regular places on the shelves and that are marked on the book-pocket "over night" may be taken at 3:00 o'clock and must be returned by 9:00 o'clock the next morning.

Reserved books: 4:00 p.m. to 9:00 a.m.—  
Books on the reserved shelves at the loan desk may be had for use in the library by leaving a record with the desk attendant. They may be taken out at 4:00 o'clock and

must be returned by 8:30 the next morning. The least delay in returning a reserved book to the desk, after using it in the library or having it out over night, deprives some one else of the opportunity to do the work required of him.

5. Unbound periodicals, except those marked "current number," may be taken at 3:00 o'clock for two nights, to be returned by 9:00 o'clock the second morning.

Books should be used, as far as possible, in or near the alcoves in which they belong, and should never be taken from one part of the library to another.

Encyclopedias, bound magazines, atlases, and general books of reference are not to be taken from the library.

It is expected that students will not only conscientiously observe these rules, but will also do all in their power to preserve the general quiet of the room. It is only by the earnest co-operation of those who use it that the library can most efficiently serve its intended purpose.

The library is open Saturdays from 9:00 a.m. to 12:00 m.

#### LOAN FUND

For the purpose of aiding students who have completed half or more of their course

of study, and who are unable without financial assistance to continue their work until graduation, a students' loan fund, amounting to a few hundred dollars, has been established and is available under conditions which provide for its safety and equitable distribution. Several classes on their graduation have made substantial additions to the fund in the form of class memorials, thus expressing in a most practical way their loyalty to their *alma mater* and at the same time performing a valuable public service. Application for loans may be made to the President, who is treasurer of the fund, or to the Counselor of Women.

#### NON-RESIDENT STUDENTS

Non-resident students are required to reside in places approved by the Faculty. They may obtain a list of approved homes from the Counselor of Women.

Students are not permitted to live in unchaperoned homes, except in unusual cases and then only with the consent of the Counselor of Women.

All non-resident students are required to

file a statement signed by themselves and by the person under whose chaperonage they live. Blanks for this purpose are to be obtained from the Counselor of Women.

Students should not change their place of residence without consulting the Counselor of Women.

Failure to comply with any of these requirements renders a student liable to an enforced change of residence.

#### STUDENTS' ENTERTAINMENTS

Groups of students planning to give parties or functions of any kind at the school, should make application to the Faculty Committee on Student Entertainments, filling out a blank form prepared for that purpose. This application must have the approval of the committee at least one week before the date proposed for the event.

No program shall consist entirely of dancing, and when dancing is engaged in it must be supervised by a committee comprised of a teacher and students, selected by the President of the Student Body.

## PART II.

STUDENT BODY CONSTITUTION—STUDENT BODY ORGANIZATION—STUDENT ACTIVITIES.

# CONSTITUTION OF THE ASSOCIATED STUDENT BODY ORGANIZATION

### PREAMBLE

We, the students of the Los Angeles State Normal School, desiring to promote a stronger and heartier school spirit, to better direct our efforts in all lines of student activity, and to strengthen the feeling of mutual interest and of good will among ourselves, do hereby adopt this constitution to govern our acts.

### ARTICLE I. NAME

The name of this organization shall be The Associated Student Body Organization of the Los Angeles State Normal School.

### ARTICLE II. MEMBERSHIP

Section 1. All persons regularly enrolled as students of the Los Angeles State Normal School shall be members of this organization.

Section 2. All members of the Faculty shall be honorary members of this organization and shall have full privileges of taking part in all discussions.

### ARTICLE III. OFFICERS

Section 1. The officers of this organization shall be President, Vice-President, Secretary, Treasurer and Financial Secretary, President of the Council, Vice-President of the Council, Secretary of the Council, and Treasurer of the Council.

Section 2. All of these officers shall be elected by the Associated Student Body Organization, except the Financial Secretary, who shall be appointed by the President of the Los Angeles State Normal School from the Faculty, and shall be a bonded official.

Section 3. These officers, together with the President of the school, shall form a Cabinet. The Cabinet will meet at the call of the President of the organization.

Section 4. These officers shall hold office for the term of one year.

Section 5. To be eligible for any office, a student must be of Junior A standing at time of election, and must be approved by a Faculty committee to be appointed by the President of the school.

### ARTICLE IV. ELECTION OF OFFICERS

Section 1. All officers shall be elected by ballot, according to the Australian ballot system.

Section 2. The elections shall be held as follows: the primaries on the third Friday after the third Monday of May; the finals, one week later.

Section 3. Any vacancy occurring during the

term of office shall be filled by appointment by the President of the Associated Student Body Organization, subject to the approval of the Cabinet.

Section 4. In case of vacancy in the President's position, the Vice-President automatically becomes President.

#### ARTICLE V. DUES

Section 1. All members of the Associated Student Body Organization shall pay dues each term at the time of enrollment.

Section 2. The term dues of this organization shall be twenty-five cents.

#### ARTICLE VI. COUNCIL

Section 1. There shall be a Council which shall consist of a President, Vice-President, Secretary and Treasurer, two representatives from each group in the school, and two Faculty representatives, to be appointed by the President of the school.

Section 2. The Council shall be the Student Government Department of the school. Its duty shall be the management of all strictly academic matters concerning the conduct of students in their school life, except such as are under Faculty jurisdiction.

#### ARTICLE VII. EXECUTIVE

Section 1. There shall be an Executive Department to consist of the Vice-President, the Secretary and the Treasurer of the Student Body, two



representatives from each group in the school, and two Faculty representatives to be appointed by the President of the school.

Section 2. The Executive shall be the Executive Department of the school, its duties to be the management of all student activities, and the transaction of all business relating thereto.

#### ARTICLE VIII. FINANCE

Section 1. There shall be a Finance Department to consist of the Treasurer of the A. S. B. O., the Financial Secretary, and three other members to be appointed by the President of the A. S. B. O., with the approval of the Financial Secretary.

Section 2. The Finance Department shall be the auditing and banking department of the school; its duty shall be the keeping in trust of the money belonging to all student organizations of the school.

#### ARTICLE IX. AMENDMENTS

Section 1. This constitution may be amended at any regular meeting of A. S. B. O. by a two-thirds vote, provided that a written notice has been submitted at a previous meeting, which meeting has been held at least two weeks before that at which the amendment is to be voted upon. Notices of both meetings shall be posted in conspicuous places by the secretary of the A. S. B. O.

Section 2. The President of the Los Angeles State Normal School shall have full power to veto any amendment.



#### ARTICLE X. MEETINGS

Section 1. The assembly period of the first Friday of each month shall be set aside for meetings either of the individual groups or of the organization.

Section 2. Meetings shall be called only by the President of the A. S. B. O., the President of the School, or on a petition signed by at least 300 students.

Section 3. A quorum shall consist of at least one-third of the members of the A. S. B. O.

#### ARTICLE XI. THE RECALL

Section 1. The holder of every elective or appointive office of the organization may be recalled by the majority of the members voting at any election provided for in Section 2 of this article.

Section 2. Elections for recall of any officer subject to recall shall be called within ten days after the filing of the petition signed by one-third of the members of the Student Body, said petition to name the official proposed to be recalled and the charge or charges against him.

Section 3. Any official who is subjected to a recall election shall have opportunity to address the members of the A. S. B. O. in Assembly, through the school paper, and through notices posted on bulletin boards, in his own defense before the election is held.

ARTICLE XII. SOURCE OF AUTHORITY.

As the President of the Los Angeles State Normal School is directly responsible to this State for the welfare of the school, it is understood that he is the final source of authority in relation to student affairs.

BY-LAWS  
OF THE  
ASSOCIATED STUDENT BODY  
ORGANIZATION

ARTICLE I.

DUTIES OF OFFICERS

Section 1. The President of the Student Body shall preside over all meetings of the A. S. B. O., meetings of the Cabinet, joint meetings of departments, and shall have full power in emergency cases; if these involve the expenditure of money, he must have the sanction of the Treasurer and the Financial Secretary. The President shall visit, at least once a month, each of the three departments, and shall have full power of discussion, but no power to vote, save in case of a tie. He shall arrange for the organization of the June graduating class during the month of October, and upon the installation of the class officers shall hand over to them the Senior A constitution which is kept on file in the office of the President of the School.

Section 2. The Vice-President shall perform the duties of the President in his absence, and shall act as presiding officer of the Executive Department.

Section 3. The Secretary shall keep an accurate account of all proceedings of the A. S. B. O., of the Executive, and of joint meetings of departments; shall perform all clerical work of the organization, and all other duties usually devolving upon a secretary.

Section 4. The Treasurer shall act as chairman of the Financial Department, shall be a member of the Executive, and shall render reports at the joint meetings of departments.

Section 5. The Financial Secretary shall be the custodian of the money of all student organizations. (His duties are set forth at length in these by-laws.)

Section 6. The President of the Council shall preside over all meetings of the Council, having power to convene this body. However, the President must convene this body if petitioned to do so by half its members.

Section 7. The Vice-President of the Council shall assist the President in all his duties, shall assort and distribute the mail twice daily, collect the attendance reports from the teachers weekly, and hand to the Secretary of the Faculty a record of each week's attendance.

NOTE—The Vice-President shall have the power to appoint his own assistants to aid him in the collection of the attendance reports.

Section 8. The Secretary of the Council shall keep an accurate account of all proceedings of business transacted by the Council and shall render reports when called for.

Section 9. The Treasurer of the Council shall take charge of all funds of the Council and shall render accounts to the Council and the joint meetings when called for.

## ARTICLE II

### DEPARTMENTS

Section 1. Meetings. There shall be a joint meeting of the three departments, *i. e.*, Executive, Council, and Finance, the first Thursday of each month at the Assembly period.

#### Section 2. Council.

Clause I. Members. The members shall be the President of the Council, who shall act as presiding officer; the Secretary of the Council, who shall act as secretary; the Vice-President of the Council; the Treasurer of the Council; two representatives from each group in the School; two Faculty representatives appointed by the President of the School. These members, excepting Juniors, shall serve for the term of one year. Juniors shall serve for one term only.

Clause II. Meetings. The Council shall hold a meeting every Thursday during the assembly period.

Special meetings of the Council shall be held when so authorized by the vote of the Council.

Any officer absent from regular meetings for three consecutive Thursdays shall be considered as having resigned his office and a new officer shall be elected.

A majority of members shall constitute a quorum.

Clause III. Duties of the Council. It shall be the duty of the Council to manage the Lost and Found Department, the Post Office Department, Locker Keys, and Bulletin Boards.

The Council shall also have the management of the attendance at classes, assembly, and group meetings.

Clause IV. Standing Committees. The Standing Committees shall be appointed by the President subject to the approval of the Council, and shall serve for one term.

The Standing Committees shall comprise: The Hall Committee on Conduct, the Library Committee, the Committee on General Appearance of the Buildings and Grounds.

Clause V. Lockers. The lockers and locker keys shall be in charge of a Council member to be known as the Locker Key Chairman. The Locker Key Chairman shall serve for one year. He shall take office at the opening of the Fall term, but shall work with his

predecessor during the Spring term previous to his taking of office.

The new chairman shall be appointed at the close of the Winter term.

The Locker Key Chairman shall have the power to appoint his assistants from the Student Body at large.

### Section 3. Executive.

Clause I. Members. The members shall be the Vice-President of the A. S. B. O., who shall act as presiding officer; the Secretary of the A. S. B. O., who shall act as secretary; the Treasurer of the A. S. B. O.; two representatives elected from each group; two Faculty representatives appointed by the President of the School. These members, excepting Juniors, shall serve for the term of one year. Juniors shall serve for one term only.

Clause II. Meetings. The meetings of this department shall be held each Thursday at assembly period, except the first Thursday of each month, when it shall meet jointly with the Council and Financial Department, which meeting shall be presided over by the President of the A. S. B. O.

Clause III. Powers and Duties. The Executive Department shall have jurisdiction over :

*The Normal Outlook.*

*The Book Exchange.* The bookstore shall be controlled by a manager, a first assistant manager, and a second assistant manager. The manager shall receive for his services \$20.00 per term; the first assistant manager \$15.00 per term, and the second assistant manager \$10.00 per term. These officers shall be appointed by the Executive Committee at the last meeting of each term to serve for the next term. They shall be appointed in this manner: one new assistant to assume office each term, while the second assistant moves up to first assistant's place and the first assistant becomes manager. (Thus a student will have had two terms experience before he becomes manager.) If the services of any one of these is unsatisfactory, he may be removed by the vote of two-thirds of the Executive Members.

All books must be rented through the bookstore. Notices of books for rent will not be permitted in the corridors or elsewhere about the buildings. The *owner* will receive twenty-five cents for rent of book. The *renter* will pay thirty cents, of which five cents will go to the bookstore.



The bookstore is responsible for all books entrusted to it.

The books of the bookstore shall be audited by the Financial Secretary and he shall act as the custodian of its funds.

*Social Activities.* Executive shall have charge of all social affairs of the A. S. B. O. and of the Friday morning programs. All such entertainments shall be subject to approval by a standing committee of the Faculty.

*Athletics.* Executive shall have charge of apportionment of money. Ten per cent of the dues collected each term shall be appropriated for athletics of the Normal School.

*Elections.* Executive shall have charge of all A. S. B. O. elections.

*Business Matters.* There shall be formal discussion in Executive concerning all matters of business of the A. S. B. O.

*Clubs and Organizations.* No club or organization may be formed without the consent of the Executive and the President of the school, which consent may be obtained only after the submission of its constitution or statement of its aims.

Constitutions of all clubs and organizations must be kept on file with the Executive Department and in the office of the Counselor of Women.



#### Section 4. Finance Department.

Clause I. Members. The members of this department shall be the Treasurer of the A. S. B. O., who shall be the presiding officer, the Financial Secretary, and three members of the Commercial Department to be appointed by the President of the A. S. B. O. with the approval of the Financial Secretary.

Clause II. Meetings. The Finance Department shall meet each Thursday at the assembly period, save on the first Thursday of the month, when it shall meet jointly with the Executive and Council.

Clause III. Plan of Work. A system of blue and white checks shall be used. A blue check shall be an order on the Financial Secretary for payment of funds of the organization concerned. The funds of all organizations shall be held in custody by the Financial Secretary. The blue check, which shall bear the signature of the Treasurer of the organization and the O. K. of its presiding officer, shall be an order for funds.

Upon presentation of a blue check the Financial Secretary shall issue a white check which shall be an order on the bank.

All organizations whose funds are derived from members of the A. S. B. O. shall be taken charge of in this manner.

### ARTICLE III.

These by-laws may be amended in the same manner as prescribed for amendment to the constitution.

#### **“The Normal Outlook”**

The *Normal Outlook* is a newspaper issued by the Student Body, as represented by its staff, every Friday of the school term. It is a publication of the students, by the students, and for the students. The paper and its staff are members of the Students' Press Association of Southern California.

The making-up of the paper is in the hands of a managing editor and a “make-up” editor. Personals, accounts of the activities of organizations, open discussions of knotty problems which perplex Faculty and pupils alike—all these make up the columns of the four-page weekly.

#### **The Normal Book Exchange**

The Book Exchange is a Student Body activity. It is located in Room 104 in the basement of the Library Building. The officers are the manager and two assistants.

The manager-elect, at the end of each term, appoints the new assistants, subject to the approval of the Executive Committee. The office hours are posted on the official bulletin boards in the main corridor of Mills-paugh Hall.

### **Lockers**

Lockers are located in Millspaugh Hall, Manual Arts Building, Fine Arts, Training School, and Science Buildings. The large lockers are shared by two students, to each of whom a key is assigned. This key must be obtained by depositing twenty-five cents, the deposit to be refunded upon the return of the key at the appointed time.

All keys found should be turned in to the office of the Locker Key Committee, Room 107, Millspaugh Hall. These keys will be returned to the temporary owner upon the payment of five cents. When a student loses his key, he should inquire at frequent intervals at the office until the key is found; or if the key is not found, a new key may be ordered upon the payment of twenty-five cents. If, after receiving the new key, the

old one is found, it should be brought to the office immediately, and the money will be refunded, provided that the order for the new key has not been sent to the manufacturer.

No change of locker is to be made unless authorized by the chairman of the Locker Key Committee. When a student withdraws from the school, he should present his key to the chairman of this committee and receive his deposit.

Lockers should be kept locked at all times; the keys should not be left in the doors or upon the top of the lockers. Neither the school nor the A. S. B. O. may be held responsible for lost articles.

#### **“Lost and Found” Department**

- I. All articles found should be turned in at the desk, Room 107, Millspaugh Hall.
- II. Blank cards, furnished for this purpose, should be filled out as follows:
  1. Description of article found.
  2. Date of finding.
  3. Place of finding.
  4. Name of finder.

III. If the owner does not claim the article within thirty days, on the request of the finder, it will be given to the latter.

### **The Normal Athletic Club**

The purpose of the Athletic Club is to increase the interest of Normal School students in athletics, and to maintain in the institution a high standard of clean athletic sportsmanship. The club has the enthusiastic support of the entire Student Body, and it pledges itself to deserve this support.

### **The Sigma Alpha Kappa Society**

The Sigma Alpha Kappa Society was organized to fill the need of a literary organization in the Normal School. One of the objects of the society is to give a literary program each term for the entertainment of the Student Body. Another object is to create and maintain a distinctly college spirit throughout this institution. The membership is not limited to those of marked talent, but includes all who are interested in literary work and willing to give active, loyal support to the Normal

School. The dues are twenty-five cents a term.

### **The Men's Literary Club**

The Men's Literary Club of the State Normal School aims to encourage participation in literary programs, to foster right school and class spirit, and to develop a feeling of genuine fellowship among the men of the institution.

The club meets weekly. At the close of each term it holds a banquet to which usually the men of the Faculty are invited. The club has the privilege of engaging in inter-class and inter-school debates and literary contests.

### **Story Teller's Club**

The Story Teller's Club was organized to supply a deeply felt need in this school for practical experience in story-telling, and opportunity for the students to hear experienced story tellers. The membership of this club is not restricted. The only requirements are interest in story-telling and its possibilities, and a desire to attend the meet-

ings. In this way the club has at its meetings only those who are vitally interested and willing to work, either in practicing storytelling, or in studying the methods of story tellers. When the best story tellers of the club are in charge, the children are invited to the meetings. At all other meetings, outside speakers are brought in.

### **The Girls' Glee Club**

The purpose of the Girls' Glee Club is to assist in the creating of a higher standard of musical appreciation, and to stimulate the musical life of the Normal School by helpful singing, by sympathetic listening, by singing as a club, and by giving the students every possible opportunity to hear good music.

### **The Men's Glee Club**

The Men's Glee Club was organized as a substitute for the chorus requirements of men who prefer to read and sing music written for men's voices.



### **Class in Technical Music for Men**

The class in technical music for men was organized as a substitute for chorus requirements for men who can not sing sufficiently well to enter the Men's Glee Club.

### **Chorus**

The Chorus is planned for women's voices. Unison and two and three part work are emphasized. No particular stress is laid on sight singing, as the aim of the work is to gain familiarity with compositions for women's voices. "The Laurel Songs" is the text-book used.

### **The Orchestra**

The Orchestra was organized to further the musical and social life of the school. Those who wish to join should see the director, and arrange for a "try-out." Rehearsals are held the fourth period Tuesdays and Thursdays in the Fine Arts Building. Members are excused from assembly. As elsewhere stated, under certain conditions, credit is given for this work.

### **String Quartet**

The main purpose of the String Quartet is to study and become better acquainted with "chamber music." Aside from its work for the school, the Quartet will respond to outside calls when the time proposed does not interfere with school duties.

### **The Ukulele Club**

The Ukulele Club was organized for the purpose of proper instruction and further efficiency in the art of the Hawaiian instrument, and also for pleasant association and entertainment. An entrance examination is given and from this examination two clubs may be formed, the first club consisting of those who are most proficient; the second club of those desiring to learn.

### **The Geography Club**

The purpose of the Geography Club is the self-education of the individual. The club holds a meeting every Wednesday afternoon at ten minutes past three o'clock.

Speakers, either persons from outside the school, or those immediately connected with

it, are invited to come and speak to the club upon subjects of which they have made a particular study, or about places which they have visited. The interests of the members are always considered in the selection of subjects for discussion, as it is felt that by so doing students may gain an insight into geography which could not be obtained from the study of books alone. Any one who is interested in the broad field of geography is cordially invited to attend these meetings.

Occasional field trips are taken by the Geography Club in order to make observations and thus make the work in this subject more vital and interesting.

#### **The Home Economics Association**

The Home Economics Association was organized for the purpose of increasing sociability among its members and for their general improvement. It is open to all members of the Home Economics Department. Dues of twenty-five cents per term are charged to meet the expenses of the association for entertainments and for outside speakers.

Regular monthly meetings are held on the first Tuesday of each month, when all members have the privilege of hearing some good speaker discourse on subjects of vital interest to the department or on topics of broader scope. Business meetings are called by the President.

The executive staff of the society is composed of President, Vice-President, Secretary, Treasurer, and committees appointed to take charge of its various interests.

Tea is served every Monday afternoon in the apartment of the Home Economics Association. The department extends an invitation to members of all departments to join them on Monday afternoons and enjoy a cup of tea.

### **The Mathematics Club**

The purpose of the Mathematics Club is, first, to give students who are interested in mathematics an opportunity to become familiar with the science by means of programs given by students and by men and women of the business and educational world; second, to enable the students who

elect mathematics as their major subject to become better acquainted with each other by means of active co-operation and social gatherings.

The regular meetings of the club are held in Room 220, Millspaugh Hall, at three o'clock on the first and third Thursday of each month. There are no dues. Attendance at meetings is not required. When the address is furnished by a business man or a speaker who is not a club member, the meeting is open to all students, members of the Faculty, and outside friends.

### **The Kindergarten Club**

The Kindergarten Club, an organization composed of the Faculty and members of the Kindergarten Department, was organized for the purpose of promoting the social relationship of its members. Members of the club are assessed fifty cents a year. This money is used for meeting the expenses of the social functions which are held once a month.

The club has recently become a member of the International Kindergarten Union,

the largest organized body of kindergarten workers in the world.

### **Cap and Bells**

The purpose of the dramatic club of the Normal School is to improve dramatic ability among the students through the production of first-class plays.

### **Push and Pull Club**

The Push and Pull Club, which has a membership of about seventy-five, was first organized in September, 1914. It aims, primarily, to inspire loyal school spirit. It works toward this end by encouraging athletics in school; by organizing and taking active part in teams; by encouraging the composition of school songs and yells; by giving entertainments for the students, and taking part in as many school activities as circumstances make advisable, and by aiding the school in whatever way it can, and whenever possible.

The Push and Pull Club is the only organization in the school which is composed of both men and women. It is the

only club which has, as its primary aim, the creating of a strong school spirit.

### **The Social Efficiency Club**

In 1901 the Social Efficiency Club was organized for the following purposes: to render all service possible to the Faculty and students during the days of enrollment; to carry out tasks assigned by the officers of the Student Body; to further the social spirit among the students. The club is composed of girls whose standard of scholarship is high, and who have proved themselves to be socially efficient by volunteer work aside from that performed in any official capacity. At first only Juniors were eligible, but the members of the organization have made it possible for "Senior C's" to become members.

A standing committee from the club is always on the lookout for girls who are not otherwise interested, who measure up to the above standard, and who are ready for helpful service to fellow students and the school.



## **Social Settlement Club**

The aim of the Social Settlement Club is to prepare its members for a more efficient place in society when they leave school to go out as teachers. To accomplish this aim, the club tries to broaden and make happier the lives of those who do not fully enjoy those rights which are fundamental and necessary to their well-being and development. The practical work of the club deals principally with children, and the effort is to meet the needs of individual cases.

As often as possible social workers address the club. These addresses are always followed by discussions. The club is associated with the Juvenile Protective League, is a member of the Housing Association Commission, and is supporting all legislative bills for social betterment.

## **The Young Women's Christian Association**

The Y. W. C. A. of the Normal School is one of the active college branches of the National Young Women's Christian Asso-

ciation. Through this handbook the Association extends to each new and old student a hearty invitation to join the organization, if she has not already done so, and to enter whole-heartedly into its privileges.

The activities of the Association are varied. Bible study classes held during the lunch hours and after school afford opportunities of obtaining a working knowledge of the Bible. A very interesting work is being carried on among some of the Japanese and Russian women in the city, to whom the girls give instruction in English and in sewing and cooking. At the regular meetings on Wednesday afternoons there are often speakers from outside the school. These meetings are sometimes led by students, and there is always good music.

Believing in the philosophy that "all work and no play makes Jack a dull boy," the Association provides numerous delightful entertainments for its members, and to these the entire student body membership is frequently invited as guests.

## The Newman Club

The Newman Club was organized by the Catholic students of the school as a literary society. It was named after the great Cardinal Newman, whose elegance of diction, profound scholarship, and masterly mind have won him almost universal admiration as a *littérateur* and as a man. Thus the very name of the society is an inspiration to the students to strive for the highest standards in literature and in scholarship as well as for loftiness of purpose and integrity of life.

Under the auspices of the society bi-monthly meetings are held which are open to all the students. At these meetings papers are read or lectures are delivered which cover a range of subjects chosen with a view to the students' future needs. They are, for the most part, parallel to, or supplementary of the school curriculum and include discussions of current sociological questions, epochs of history, reviews and criticisms of books and authors. These subjects are treated, as far as possible, by specialists, and are so presented as to invite

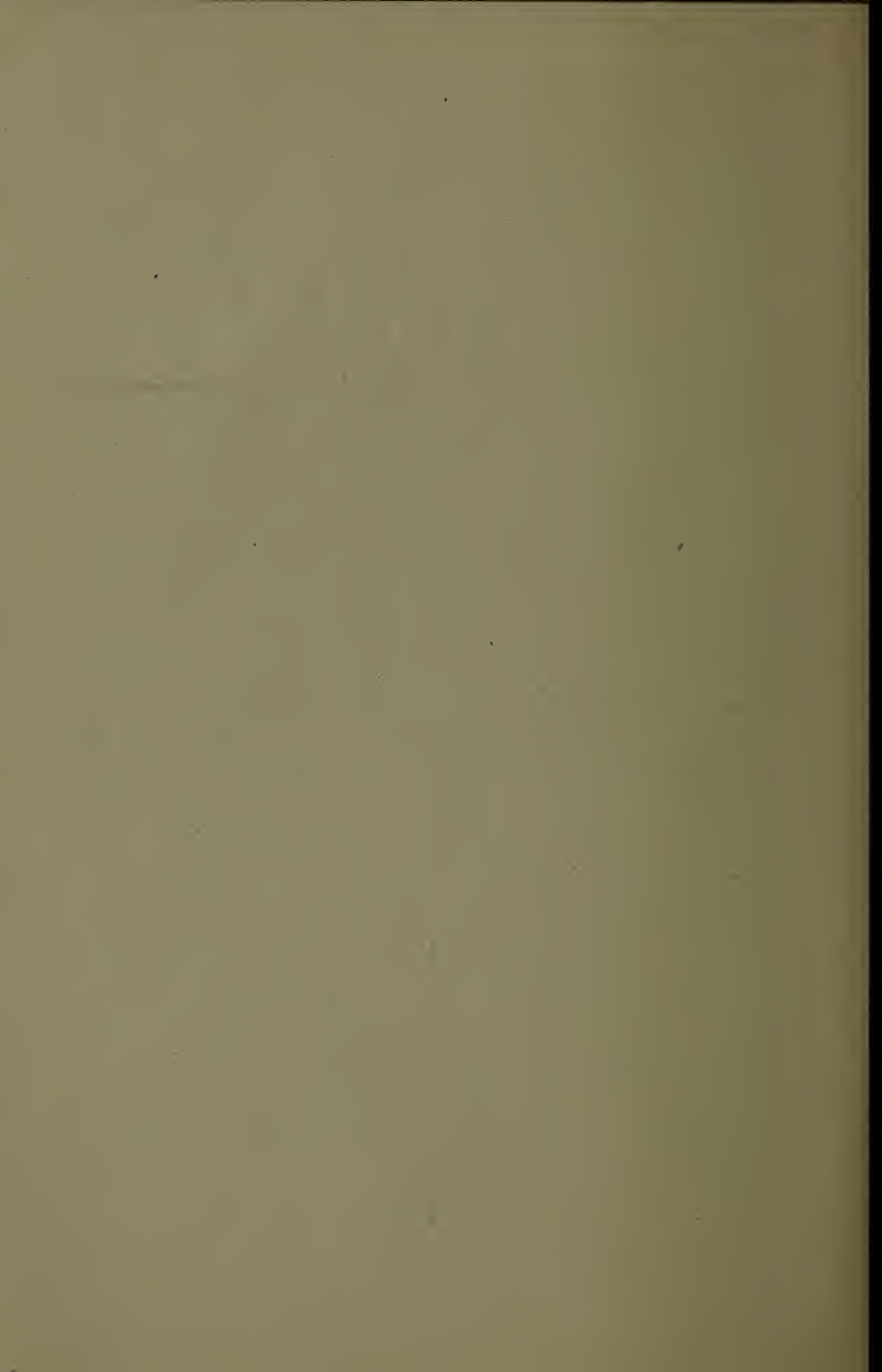
and develop on the part of the student the faculty and habit of independent thought and critical analysis of all that he reads or hears. Thus students are shown how to think for themselves, and to bring before the bar of educated common sense, and submit to its scrutiny, the statements of self-styled authors, philosophers, and scientists.

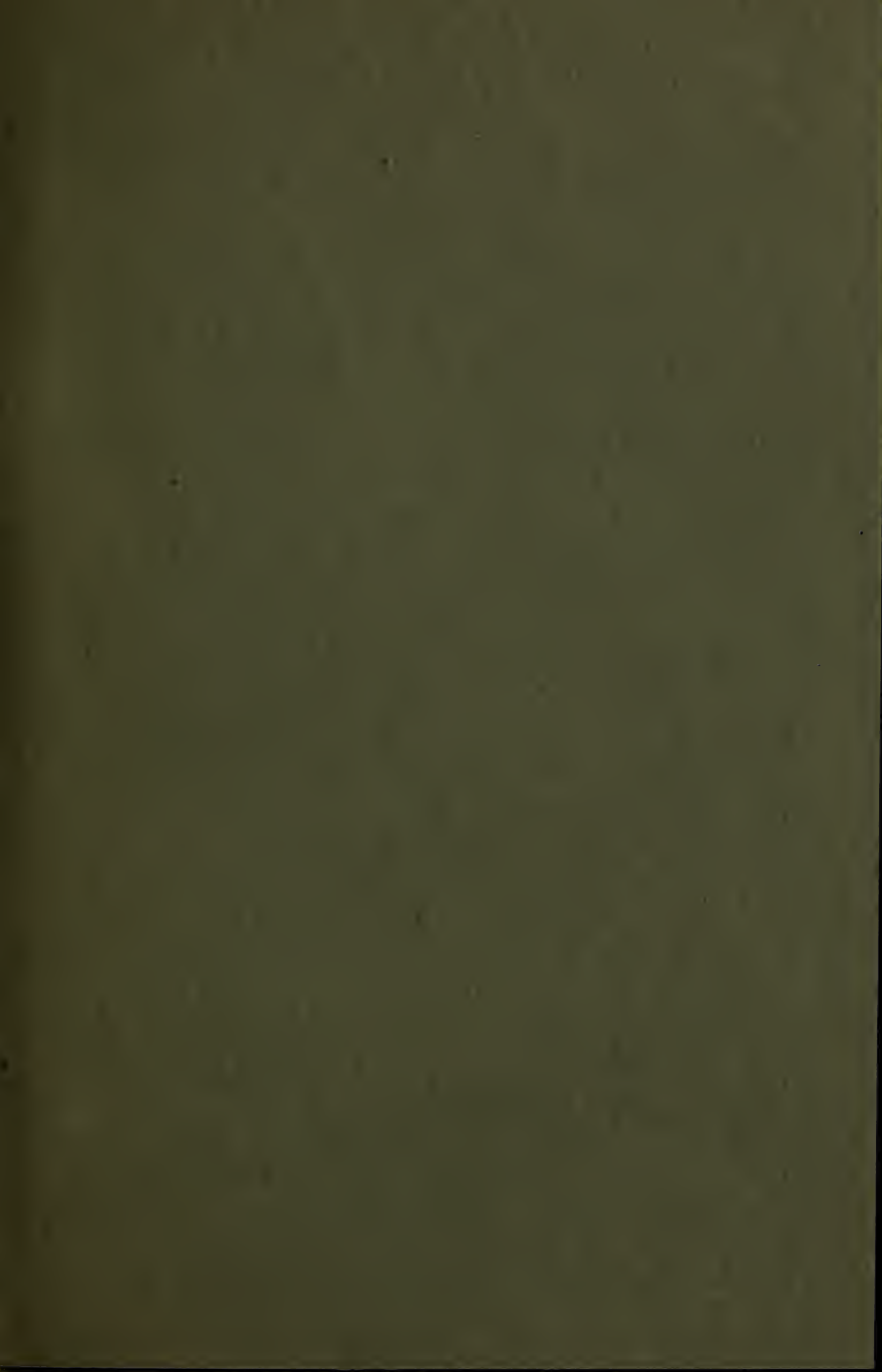
The Newman Club has also its social side. Its members give receptions at intervals to the Faculty and to distinguished visitors. A fine orchestra is maintained by the musically inclined members of the club. Under the supervision of its officers entertainments are given which are of rare merit and which tend to develop the dramatic and musical talent of the students. At all such meetings there is a mingling of students which produces a strong spirit of comradeship and mutual helpfulness. This makes school life and work pleasant alike for students and staff.

Thus the Newman Club endeavors to contribute something of lasting value to the education of its members by expanding the

scope of the purely professional course and training the mind to look beyond the horizon of professional duties to the great world of thought and reality beyond that circle. It strives to establish the highest educational standards; aims at a constructive system of literary criticism, and applies to the solution of the sociologic and economic problems of the day the unvarying principles of Christian, justice and morality. At the same time it does not neglect the social and recreative exercises so necessary for youth and so effectual in varying the monotony and smoothing the asperities of life.

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